HOW TO:

# USE DANAHER?

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# Home

The Home. It's the main screen. As the name suggests, it is the start screen of Danaher's application. It consists of five functional tabs : Add, Received, Submitted, Account, Analytics.

## Account

It's an ID showing screen, where User's Info is displayed username, department in which user works and company's mail ID.

## Submitted

It shows the leads submitted by user, and also allows you to check the status of lead submitted by user.

## Received

It shows the leads received by user, and also allows you to edit the status of lead user received.

## Analytics

It shows the total number of leads received and submitted by the user, and also shows grand sum of value $ generated by leads.

## Add

This tab is for lead creation. It is a type of UI based form, which user's going to fill with customer's details, that is : name, department in which he/she will be willing to work, receiver's company ID, value$ of lead/project and complete information about customer.

## Some key components

### Validate

This sign indicates that, lead is validated and exeat for project.

### Open

It's a default status. It indicates that lead is uploaded and hasn't gone under any execution.

### Closed

This sign indicates that, lead is closed, and project has ended.

### Rejected

This sign indicates, that, the lead is Rejected

### Filter

This sign is for filtering the leads. Validate, open, closed, rejected are desired filter options

### Export

This is export button which allows user to download all the data in CSV file.

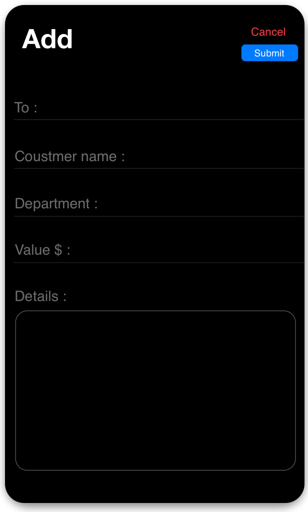
# Guidance to use application.

## How to create Lead ?

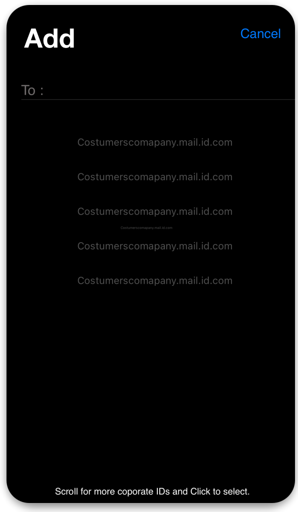
Create lead in few easy steps.

**Step 1.**
- Click on plus icon available at upper right hand corner.


**Step 2.**
- Choose the mail ID, whom you want to assign the lead.
- Fill costumer name, department / segment of the company, value of the project or lead.
- Now fill “Details” section with the required information and Qualifications of costumers.
- Then click submit button, lead will be submitted.




**Add details here**




**Choose mail ID here**

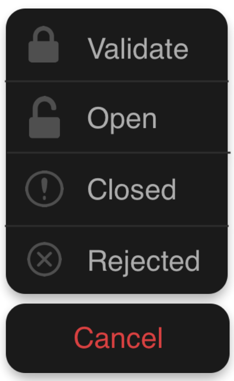
## How to get filtered result ?

Use filter option to specific results.

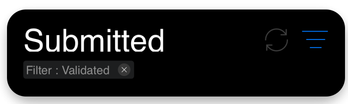
**Step 1.**
- Click on the filter icon.

**Filter icon**

**Step 2.**
- Choose your desired option from filter drop down to get specific result.
- To check which filter is applied, see under the main heading.




**Filter Drop down**




**Chose Filter status**

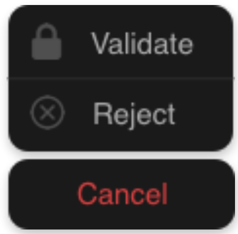
# How to edit the status Lead ?

Edit lead in few easy steps.

**Step 1.**
- Click on the edit icon available at upper right hand corner.

Edit icon

**Step 2.**
- Choose “validate” option to validate lead and “reject” option to reject the lead from “Edit drop down.”




Edit Drop down

# How to close the lead ?

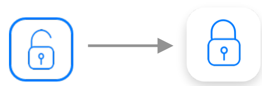
Close lead in few easy steps.

**Step 1.**
- Click on the Closed icon available at the upper right hand corner to close the lead.

Unclosed icon

Closed icon

**Note -**
- By default lead is unclosed. After closing the lead unclosed icon changed to closed icon.



Lead is closed

# How to download CSV. File ?

Download CSV. File in few easy steps.

- Its very simple, just click the download icon and file open in default application of mobile.

Download icon